

## **VITA Classification Study Plan**

### **Background**

The Virginia Information Technologies Agency (VITA) presently is staffed with approximately 350 positions in about 43 Roles. On February 6, 2004, the Chief Information Officer (CIO) requested a "classification study" of the "entire agency, to include all those positions that are mapped to transfer to VITA by January 1, 2005." [On or about January 1, 2005, VITA will have an estimated 1200 positions.] The CIO also requested "an opportunity to review and confirm" the "scope, methodology and timeline for the study."

### **Scope**

The study will include: 1) all positions currently in VITA and 2) those targeted by the "due diligence" reports to become a part of VITA. This is a total of approximately 1200 positions, of which approximately 350 are currently in VITA.

### **Methodology**

Nature of the Study – VITA seeks a position classification study in which the focus is to determine whether or not positions are properly classified under the existing classification scheme.

Basic Process – Large-scale position studies of this nature have the following steps:

- Collect Employee Work Profiles (EWPs), or similar descriptions, of all positions within the scope of the study and other supporting information as needed.
- Group positions that are identical, or highly similar.
- Compare each "group" of one or more positions against the classification scheme.
- Record a classification decision based on the comparisons.
- Compare this classification with the classification (i.e. Role) to which the position is assigned.
- Issue a written report advising management of the results, especially noting discrepancies between the recent and past classification determinations.

### Key Features in the Process

#### *Phased Approach*

- Generally, position studies occur within a single agency. In this case there are positions that are now outside VITA, but scheduled to become a part of VITA. This situation will complicate the logistics of collecting the position descriptions. A way to address this problem is to conduct the study in phases. The first will begin

immediately, treating employees already in VITA. The second phase will proceed in waves as employees are added to VITA.

#### *Consideration of SOC*

- The Commonwealth's classification system uses broad categories or Roles. The Standard Occupational Classification (SOC) system also is used in preparing reports and in comparisons with data published by the U.S. Bureau of Labor Statistics (BLS). VITA has requested that the SOC's be incorporated into the present study. Where feasible, SOC's will augment the classification review of VITA positions.

#### *EWPs*

- The process assumes that EWPs, or similar documents, exist for all positions. This is consistent with DHRM policies that require agencies to prepare and update descriptions annually in conjunction with performance management schedules, or as otherwise appropriate due to recruitment activities, agency reorganizations, and other changes affecting positions.
- The process also assumes that the information in each written position description is adequate to support a valid determination of the appropriate classification. Where information in the description is inadequate, it must be supplemented with information from other sources, such as ancillary documents or interviews.

#### *Organizational Structure*

- Knowledge of the placement of a position within an organization is essential to understanding the position's nature. For this reason an organizational chart is integral to an EWP (or other position description).
- VITA, however, is a dynamically growing organization. From now to January 2005 it will grow from 350 positions to 1200 positions. The incorporation of VDOT, alone, on May 1, 2004, will add about 220 positions.
- VITA management will have to stabilize the essential elements of the organization and document its structure at its most reasonable best, for the validity of the study to be maximized. This may be difficult because the "due diligence" process, which initially identified positions for inclusion in VITA, will not be finalized until the memoranda of agreement (MOAs) have been negotiated. These negotiations are not yet scheduled in detail.

#### **Timeline**

Key dates are:

VITA and small agencies initiation	02/01/04
VDOT incorporation by	05/01/04
Mid-sized agencies incorporation by	07/01/04
Large agencies incorporation by	01/01/05

Task	Responsibility	Dates	
		Phase 1	Phase 2
Identify positions in the study using current VITA records, "due diligence" reports, and memoranda of agreement, which identify positions in other agencies.	VITA	Now – 02/18/04	05/01/04 – 01/01/05 (in waves)
Submit EWP's (or similar documents) to DHRM	VITA	03/01/04	06/01/04– 02/01/05 (in waves)
Analysis (obtaining clarifications as necessary): <ul style="list-style-type: none"> <li>• Group positions</li> <li>• Compare groups with classification documents</li> <li>• Record decisions, noting exceptions</li> </ul>	DHRM	03/01/04 – 04/15/04	06/01/04 – 04/10/05 (in waves)
Compose, validate, and edit reports	DHRM	04/19/04 – 04/30/04	08/01/04 – 05/01/05 (in waves)
Issue reports	DHRM	05/03/04	09/01/04 – 05/01/05 (in waves)